



**HAMPTON ROADS WORKFORCE COUNCIL
AND
GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
MEETING MINUTES
FEBRUARY 25, 2021**

A virtual joint meeting of the Hampton Roads Workforce Council (HRWC) and the Greater Peninsula Workforce Board (GPWB) Executive Committees was convened using the Zoom meeting platform at 9:00 a.m. on February 25, 2021. The meeting was called to order by Mr. Mark Johnson, Chair, HRWC. Mr. Shawn Avery, President and CEO, HRWC read the virtual meeting guidelines statement. A roll call was conducted, and a quorum was present. See Attachment 1 for a list of attendees.

CONSENT AGENDA

Mr. Johnson directed the attention of the Executive Committee members to the Consent Agenda.

MEETING MINUTES

Joint Executive Committee of the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board minutes for January 28, 2021.

FINANCIAL REPORTS

Greater Peninsula Workforce Board’s Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through January 31, 2020.

Hampton Roads Workforce Council’s Finance and Audit Committee Report: Funding, Budget and Expenditure Summary through December 31, 2020.

WIOA TITLE I ELIGIBLE TRAINING PROVIDERS

Submission and approval of two new programs for existing vendor, Thomas Nelson Community College (Certified Logistic Associate and Certified Logistic Technician).

A motion to approve the Consent Agenda was made by the Honorable John McGlennon and seconded by the Honorable Tina Vick. The motion was approved.

MEETING AGENDA

Mr. Avery reviewed the new Workforce Development System Governance Structure, highlighting the new committee structure that includes a Business and Workforce Services Committee, Youth Services Committee, Finance and Strategy Committee and Ad Hoc Committees. Mr. Avery said that to help the Board members become more familiar with the work of the Committees, today’s and future agendas would include a report from one of the Committees.

I. PROGRAM REPORTS

Mr. Gary Butler introduced himself and stated that he would be providing an update and introduction to a few of the reports and metrics used to monitor the Peninsula's program activities and performance. Mr. Butler noted that with the merger, our program would soon be leaning more on the new Board's Business & Workforce Services Committee, with Dr. Dotolo as Chair, to roll all reports and metrics under a more consolidated, regional update.

Mr. Butler reviewed the Peninsula's four reports stating that the first report was a quick review of rolling activity while the second report looks at this same information from a jurisdictional level. He stated that the report focuses-in more closely on program specific activity. Finally, the last report takes a big picture view of how all this activity ultimately impacts Federal reporting and performance. He asked if there were any questions. There being none, the meeting continued with Southside's report.

Dr. Larry Dotolo reviewed the HRWC Workforce Services Report using the Performance Summary Report that reviewed actual monthly performance through December 31, 2020 for Adults, Dislocated Workers and Business Services as emailed to members. Dr. Dotolo highlighted the Rapid Response activities that included WARN notices from Kimyo, PAE Shared Services, TMX Finance and a trade petition received for Continental.

Mr. Avery noted that staff will be working over the next few months to combine reports to represent the newly merged agency. He opened the floor for questions.

Mr. Johnson ask if we were continuing to develop participant success stories and Mr. Avery responded that we were and that they are posted on the HRWC website. Mr. Mann, Executive Director, GPWB, noted that local success stories were also submitted to the VCCS and DOL/ETA for publication in various newsletters and reports.

II. FINANCE AND AUDIT COMMITTEE

Dr. Johnny Garcia stated that the Finance and Audit Committee of the HRWDB met on February 16, 2021, to consider revisions to the Program Year 2020 budget. The committee reviewed and approved the revisions and are recommending approval by the Executive Committee. The revisions result in an increase of \$2,533,720 in total overall budget to a new total budget of \$13,808,016.

Mr. Avery added that when the budget was approved in June the budget was 7.5 million and noted that in over six months HRWC's budget had doubled; not to mention the Peninsula's budget of 4.9 million.

A motion was made by Dr. Dotolo to approve the budget revisions as recommended by the Finance and Audit Committee. Dr. Garcia recalled that a second was not required as the recommendation was from a Committee. The motion passed.

II. OLD BUSINESS

Approval of 2020-2024 Strategic Plan by HRWC and GPWB - Mr. Avery recognized Ms. Gina Barber, Consulting Associate, Performance Management Group, Center for Public Policy, VCU to provide a brief summary of the Hampton Roads Local Plan updates since the last Executive Committee meeting.

Ms. Barber stated that the public comment period had ended with no public comments received. She noted that the changes being reviewed were the result of Board members' comments. Ms. Barber reviewed the plan timeline noting that after the public comment period, the plan was due to the State Board Review Team on March 1, 2021 with the Approval by the State Board on June 18, 2021.

Ms. Barber reviewed the updated Mission and Vision statements:

Mission Statement: The Workforce Council facilitates regional and workforce development services to generate meaningful employment and economic growth in Hampton Roads.

Vision Statement: The Hampton Roads region is the national model for thriving and diverse communities of skilled workers growing local businesses and the economy.

Mr. Avery reminded members that another review of the Plan would be conducted during the summer by the newly formed Board.

Ms. Barber continued her review of the strategic goals:

1. Collaborate with regional partners to develop long-term employment expansion opportunities for economic growth,
2. Deliver flexible and effective workforce development services to all customers who need them,
3. Enhance regional communication and partnerships to increase awareness of available services and resources,
4. Ensure strong organizational health including a high performing staff, and
5. Grow sustainable funding streams to increase the percentage of revenue coming from non-restricted sources.

Next, Ms. Barber reviewed an Action Plan form developed to assist the Board with developing objectives and tasks for each goal; identify who needs to be involved for implementation; anticipated timeframe to begin; anticipated timeframe to complete; financial resources; personnel resources; and metrics.

Mr. Brian Stephens stated that he had been involved with many past strategic planning efforts and that he recognized the amount of work involved and wanted to recognize and commend the Performance Management Group for their outstanding work on this strategic plan.

Ms. Delceno Miles commented that the fifth goal is currently being carried out by the Foundation and she was not sure if it should be included in this plan. Mr. Avery responded saying that could be subject to a later joint review by both the Council and the Foundation.

Ms. Vick commended that having a timeline would be helpful to assist the Board in completion of the various tasks.

Regarding the logo, Mr. Garrett asked if any consideration had been given to developing a tag line for the Board. Mr. Avery responded that the Communications Committee was considering the development of a tag line and also considering a list of values to go along with the mission and vision statements.

A motion was made by Ms. Rhonda Bunn to approve the 2020 – 2024 Strategic Plan. The motion was seconded by the Honorable Tina Vick and was approved by both the HRWC and GPWB.

Approval of “NEW” Workforce Council By-Laws – Mr. Avery conducted a review of the By-Laws highlighting areas of change. He pointed out that the name would be changed to the **Hampton Roads Workforce Council Board of Directors**. Other changes included the addition of the Peninsula’s seven jurisdictions; capping membership at 54 members; terms would be four consecutive two year terms with opportunity for a fifth two-year term, if approved by the Executive Committee; revamped committee structure, and the added process for removal of members.

Councilwoman Johnson ask about the business side of the term limits - if it was an additional four years and Mr. Avery clarified it would be another two-year term.

A motion was made by Mr. Dale Stone and seconded by Dr. John Olson to approve the Hampton Roads Workforce Council Board of Directors By-Laws. The motion was approved.

Approval of “NEW” Workforce Council Personnel Manual – Mr. Avery recognized the assistance of the Ad Hoc Committee who conducted a review of the Personnel Manual along with staff. Mr. Avery presented an overview of the Personnel Manual highlighting a variety of changes that included an update to annual leave accrual.

Dr. Dotolo asked if HRWC had a personnel officer. Mr. Avery responded that while the Council did not currently have an Officer, a new position would soon be added. He noted that presently Mr. Clif Duncan handles personnel issues while the Peninsula relies on the City of Newport News’ policies.

A question about how the group arrived at the maximum amount of leave carryover. Mr. Butler responded noting what the City of Newport News’ policy currently allows for the carry-over of 400 hours, noting that it had previously been set at 640 hours and was still at that level for certain grandfathered members of the staff when the policy was changed. Mr. Duncan noted that Southside’s carryover was 360 hours.

Mr. Johnson pointed out that presently, only a few of the staff have the maximum number of hours accrued.

Dr. Dotolo made a motion to approve the Workforce Council Personnel Manual and Mr. Dale Stone seconded the motion. The motion was passed.

Nomination Committee – Dr. Olson said that the Ad Hoc Committee (Councilwoman Johnson, Vice Mayor Gray, Dr. Warren, Messrs. Johnson, Avery, Mann, Cook, Butler and himself) became the Nomination Committee. Effective July 1, 2021, the Nominating Committee recommends Dr. John Olson for Chair and Mr. Mark Johnson for Vice Chair of the Hampton Roads Workforce Council Board of Directors.

A motion was made to accept the Committee’s recommendation for leadership by The Honorable Tina Vick and was seconded by Ms. Rhonda Bunn. The motion was approved.

Members expressed their appreciation to Dr. Olson and Mr. Johnson for their willingness to continue to serve and providing continuity during the merger process.

III. NEW BUSINESS

There being no new business, the meeting continued with Announcements.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT PERIOD

Mr. Johnson announced that the next meeting of the HRWC and GPWB would be a virtual Full Board Zoom Meeting at 9:00 a.m. on March 17, 2021.

Mr. Johnson then invited and received comments from the local elected officials in attendance.

V. PUBLIC COMMENTS

There being no public comments, the meeting was adjourned at 10:25 a.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "W. H. Mann, Jr." with a stylized flourish at the end.

William H. Mann, Jr., Secretary
Greater Peninsula Workforce Board

Attachments

**HAMPTON ROADS WORKFORCE COUNCIL
JOINT EXECUTIVE COMMITTEE
FEBRUARY 25, 2021
ATTENDANCE RECORD**

HRWC EXECUTIVE MEMBERS PRESENT

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| Vonya Alleyne | Cox Communications Virginia |
| Dr. Kenneth Chandler | City of Virginia Beach |
| Dr. Larry Dotolo | VA Tidewater Consortium for Higher Ed. |
| Dr. Johnny Garcia | SimIS, Inc. |
| Andy Jaeckle | STIHL Incorporated |
| Mark Johnson | Truist Bank |
| Guenter Weissenseel | IMS Gear Virginia Inc. |
| Kevin Will | Boys & Girls Club of Southeast Virginia |

HRWC EXECUTIVE MEMBERS ABSENT

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| Dr. Ruth Jones Nichols | Foodbank of S. E. Virginia & Eastern Shore |
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ASSOCIATION OF BUSINESSES MEMBER PRESENT

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| Bryan Stephens | Hampton Roads Chamber |
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ASSOCIATION OF BUSINESSES MEMBER ABSENT

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| William W. Crow | Virginia Ship Repair Association |
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PAST BOARD CHAIR MEMBER PRESENT

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| Delceno Miles | The Miles Agency |
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PENINSULA REPRESENTATIVE (Non-voting)

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| Dr. John Olson | ECPI University |
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Chief Local Elected Officials (CLEO's) REPRESENTATIVES PRESENT (Nonvoting)

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| The Honorable Joel Acree | Isle of Wight County |
| The Honorable Linwood Johnson | City of Franklin |
| The Honorable Mamie Johnson | City of Norfolk |
| The Honorable Rick West | City of Chesapeake |

Chief Local Elected Officials (CLEO's) REPRESENTATIVES ABSENT (Nonvoting)

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|--------------------------------------|------------------------|
| The Honorable Robert M. "Bobby" Dyer | City of Virginia Beach |
| The Honorable Christopher Cornwell | Southampton County |
| The Honorable Don Goldberg | City of Suffolk |
| The Honorable Shannon Glover | City of Portsmouth |

HRWC STAFF

| | |
|--------------|--|
| Shawn Avery | President & CEO |
| Steve Cook | Vice Pres. of Workforce Innovation |
| Clif Duncan | Vice President of Finance & Administration |
| Loretta Earl | Office Manager |

GUEST

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| Gina Barber | Performance Management Group at VCU, A Division of the L. Douglas Wilder School of Government and Public Affairs |
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**GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
FEBRUARY 25, 2021
ATTENDANCE RECORD**

GPWB MEMBERS PRESENT

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| Rhonda Bunn | Canon Virginia, Incorporated |
| Greg Garrett | Garrett Realty Partners |
| Jesse Goodrich | Riverside Health System |
| Honorable Herbert Green, Jr. | Poquoson City Council |
| Honorable Ted Maslin | Williamsburg City Council |
| Honorable John McGlennon | James City County Board of Supervisors |
| Dr. John Olson | ECPI University |
| Honorable Robert Orth | Gloucester County Board of Supervisors |
| Dale Stone | Walmart Distribution Center |
| Honorable Tina Vick | Newport News City Council |
| Dr. Vince Warren | Newport News Shipbuilding |

GPWB MEMBERS ABSENT

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|----------------------|----------------------------------|
| Honorable James Gray | Hampton City Council |
| Dudley Harris | Bay Electric Co., Inc. |
| Dr. Jason Perry | Rappahannock Community College |
| Vacant | Thomas Nelson Community College |
| Vacant | York County Board of Supervisors |
| Vacant | Private Sector |

GPWB ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT

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| Dr. Susan English | Thomas Nelson Community College |
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GPWB ONE-STOP PARTNER AGENCY (Nonvoting) ABSENT

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| Casey Roberts | New Horizons Regional Education Centers |
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GPWB LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)

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| Alan Archer | City of Newport News |
| Wendy Evans | City of Williamsburg |
| Sherri Newcomb | York County |
| Erica Spencer | City of Hampton |
| Sherry Spring | Gloucester County |
| Barbara Watson | James City County |

GPWB LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

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| Randall Wheeler | City of Poquoson |
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GREATER PENINSULA WORKFORCE BOARD STAFF PRESENT

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| Rita Bond | Administrative Office Manager |
| Gary Butler | Deputy Director |
| Cathy Ellis | Executive Support Specialist |
| Angela Sullivan Harris | Program Manager |
| Katherine Henderson | Senior Project Manager |
| William H. Mann, Jr. | Executive Director |
| Terri Partain | Accountant |
| Shannon Trochuck | Program Support Manager |
| Randy Troutman | One-Stop Operator |

YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT

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| Tonya Oglesby | Interim Program Manager |
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